



## Regional Acquisition and Assistance Office

DATE: October 31, 2007

TO: Family Health International  
Attn: George Moore  
2224 E NC Highway  
Durham, NC 27713  
E-mail: [services@fhi.org](mailto:services@fhi.org)  
Tel: 1.919.544.7040  
Fax: 1.919.544.7261

FROM: Charles Signer  
Regional Contracting Officer  
Regional Acquisition and Assistance Office (RAAO)  
USAID/Southern Africa

SUBJECT: Request for Task Order Proposals (RFTOP)  
674-08-004  
Orphans and Vulnerable Children Mapping and Directory

The Regional Acquisition and Assistance Office at USAID/Southern Africa would appreciate receiving technical and cost proposals based on the attached Statement of Work not later than, January 08, 2008. Proposals will be evaluated based on a 100-point scale. Proposals to be submitted by courier services to: Francinah Hlatshwayo, Regional Acquisition and Assistance Specialist, USAID/Southern Africa, 100 Totius Street, Groenkloof, Pretoria 0027, South Africa.

Any explanation regarding the meaning or interpretation of the RFTOP must be requested in writing no later than November 16, 2007 and e-mailed to [fhlatshwayo@usaid.gov](mailto:fhlatshwayo@usaid.gov)

Issuance of this RFTOP does not constitute an award commitment on the part of the Government nor does it commit the Government to pay for the costs incurred in the submission of a proposal. The estimated funding for this program subject to availability of funds is \$3m over a period of three years. Further, the Government reserves the right to reject any or all proposals received and to negotiate separately with an Offeror if such action is considered to be in the best interest of the Government.

Sincerely,

  
Charles Signer  
Regional Contracting Officer  
USAID/Southern Africa

Attachments: 1) Statement of Work  
2) Evaluation Criteria



## Regional Acquisition and Assistance Office

DATE: October 31, 2007

TO: Futures Group International, LLC  
Attn: J.N. Jordan  
One Thomas Circle, NW, Suite 200  
Washington, DC 20005  
E-mail: [jjordan@futuresgroup.com](mailto:jjordan@futuresgroup.com)  
  
Tel: 202-775-9680

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## Regional Acquisition and Assistance Office

DATE: October 31, 2007

TO: Population Council  
Attn: Sharon Abbott  
One Dag Hammanskold Plaza  
New York, NY 10017  
E-mail: [sabot@popcouncil.org](mailto:sabot@popcouncil.org)

FROM: Charles Signer  
Regional Contracting Officer  
Regional Acquisition and Assistance Office (RAAO)  
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Regional Contracting Officer  
USAID/Southern Africa

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## Regional Acquisition and Assistance Office

DATE: October 31, 2007

TO: Trustees of Boston University  
Attn: Barbara Cole  
715 Albany Street, 560  
Boston, MA 02118  
E-mail: [bumc-era@bu.edu](mailto:bumc-era@bu.edu)

Tel: 617-638-4600

FROM: Charles Signer  
Regional Contracting Officer  
Regional Acquisition and Assistance Office (RAAO)  
USAID/Southern Africa

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## Regional Acquisition and Assistance Office

DATE: October 31, 2007

TO: Johns Hopkins University  
Bloomsberg School of Public Health  
Attn: Cathy Church-Balin  
615 N. Wolfe Street  
Baltimore, MD 21205  
E-mail: [church@jhccp.org](mailto:church@jhccp.org)

Tel: 410-659-6317

FROM: Charles Signer  
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USAID/Southern Africa

## **ATTACHMENT 1**

### **ORPHANS AND VULNERABLE CHILDREN (OVC) SERVICE MAPPING AND DIRECTORY CONTRACT**

#### **STATEMENT OF WORK (SOW)**

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## I. BACKGROUND

The USG (United States Government) strategy for development and foreign assistance has the overall goal of “helping to build and sustain democratic, well-governed states that will respond to the needs of their people and conduct themselves responsibly in the international system.” As part of this goal, the new Foreign Assistance Framework (FAF) identifies *Investing in People* as one of five priority objectives. By Investing in People, including health, the USG will “help nations achieve sustainable improvements in the well-being and productivity of their populations through effective and accountable investments in education, health, and other social services.”

The Office of HIV/AIDS at the U.S. Agency for International Development (USAID) is the focus of HIV/AIDS technical leadership for the Agency and has primary responsibility for leading the Agency's efforts within President George W. Bush's Emergency Plan for AIDS Relief (PEPFAR). The Emergency Plan aims to support treatment for at least two million people living with HIV/AIDS, prevent seven million new infections, and support care for 10 million people infected with and affected by HIV, including orphans and vulnerable children. The Emergency Plan works in over 120 countries around the world, with a special emphasis on 15 countries in Africa, Asia and the Caribbean.

The HIV/AIDS epidemic continues to affect the lives of millions across the world claiming more than 25 million lives and another 39.5 million people are currently estimated to be living with HIV/AIDS. HIV/AIDS is generating a serious humanitarian crisis in many regions of the world, threatening the public health and well-being of entire societies while rolling back decades of progress in economic and social development. Among those most affected by the disease are children orphaned or otherwise burdened by its devastating toll.

The South African HIV and AIDS epidemic has created an unprecedented number of children without adult protection, nurturing and financial support. About 3.3 million South African children—18% of all children aged 18 years or less—have lost one or both parents. Over 250,000 have lost both parents, and over 100,000 are estimated to be living in child-headed households (CHH). By 2015, nearly 5 million children under 18 years will have lost one biological parent, and 1 million will have lost both. About 10% of children starting school and 25% of all children will have lost their biological mother. Effective and efficient referral networking and linkages are critical in meeting the needs of Orphan and Vulnerable Children (OVC).

It is important that OVC and their caregivers are aware of available services and support and how to access them. There is a need for a comprehensive database of organizations working with and providing services for OVC in South Africa. USAID/South Africa recognizes the need to be aware of available services and resources in order to identify gaps, avoid duplication and to maximize collaboration and linkages with other stakeholders and partners. In addition the South African Department of Social Development (DoSD) has requested the US Government's support to conduct a service availability mapping exercise and create a directory of OVC service providers and implementing organizations. In 2001 a directory of Child HIV/AIDS services was published by The South African Department of Social Development (DoSD) in collaboration with Save UK and UNICEF. This directory is now out of date and this activity would update and improve upon the original directory.



## **II. BASIC DESCRIPTION OF THE PROGRAM**

In collaboration with DoSD PEPFAR funds will be used to support an Orphans and Vulnerable Children (OVC) service mapping exercise resulting in a directory of services and support for OVC. This activity will allow organizations to be able to locate the OVC services available in their district, in South Africa. This service availability mapping exercise will assist OVC caregivers, volunteers, community-based, faith-based and other organizations to provide referrals efficiently for OVC to access available OVC services closest to their household. This activity will include mapping of the essential services available from the South African Government, for example Home Affairs for birth certificates, legal-aid centers for land disputes and inheritance issues, Rape Centers for access to post exposure prophylactics (PEP) and ART treatment sites for access to pediatric and adult treatment etc.

The primary emphasis area of this activity will be in documenting referrals, and resources and encouraging linkages with other sectors and initiatives and Information, Education and Communication. Mapping provides a means of organizing local knowledge through the common language of geography and visual representation. Through a participatory process, local knowledge can be gathered, integrated, represented, and shared. Maps can then act as a basis for community discussion, empowerment, and decision-making. The final product, a directory of OVC services, will be used widely both by PEPFAR supported OVC partners as well as the DoSD and other organizations that provide services to OVC in South Africa. This booklet will be shared widely through the OVC sharing networks and forums in South Africa at all levels; national, provincial, district and local.

The primary target populations for the intervention include OVC, caregivers, HIV and AIDS affected families, SA based volunteers, non-governmental/Private Voluntary Organizations (NGOs), community based organizations (CBOs), faith based organizations (FBOs) as well as others committed to assisting OVC.

A directory of organizations providing services for OVC in South Africa will provide a useful guide to the many agencies and organizations working to address the critical challenges faced by OVC in South Africa. The mapping exercise will inform all those concerned about OVC, especially the OVC partners funded by PEPFAR, of the various services and initiatives available to assist them and to strengthen their efforts to support and protect OVC. It will also assist USAID in strategic planning for OVC resources. This directory will be user-friendly and will facilitate smooth referrals and encourage linkages. The OVC service directory will also enable organizations to better utilize the OVC services that are available, facilitate new partnerships to address the gaps in service delivery and encourage a multi-agency approach to assisting vulnerable children, their families and their communities.

## **III. STRATEGIC OBJECTIVES**

1. To assist OVC caregivers, volunteers, providers, organizations, FBOS, Civil Society and others in providing effective and appropriate referrals for OVC.
2. To enhance and improve the utilization and access of OVC services.
3. To improve and increase awareness of available OVC services.
4. To promote and increase networking and referrals among those supporting OVC.



5. To strengthen referrals and linkages between government department NGOs, civil society groups and OVC service providers through sharing and dissemination of information on the availability and location of OVC services in South Africa.
6. To contribute to the success of the following objectives of SA's NSP: To develop and make operational mechanisms to identify, track and link OVC and child-headed households to grants, benefits and social services at local levels and, to increase the proportion of vulnerable children accessing social grants, benefits and services.

#### **IV. TASKS/PRODUCTS / DELIVERABLES**

1. A mapping/inventory of services and support available for OVC.
2. A directory of OVC services and support (500 each) (hard copy and electronic)
3. A comprehensive data base of organizations working with and for OVC in South Africa.
4. A process for updating the directory and data base.
5. A feasibility study and recommendations for the development of a referral network or system for OVC services and support.

In performance of this contract, the Contractor shall:

1. Meet with the Activity Manager within 10 days after the effective date of contract (EDOC) to develop a common understanding of the contract purposes, terms and issues.
2. Meet monthly with the Activity Manager during the remainder of the contract term to discuss performance, progress to date, issues requiring clarification, problems, opportunities to enhance efficiency and effectiveness, and activity reports.
3. Submit quarterly, semi-annual and annual reports within 15 days of the periods.
4. Submit of OVC data for USAID portfolio reviews annually including results, challenges/issues and pipeline information by October 31.
5. Submit data for OVC indicators listed below:

##### **Targets**

- Number of OVC who received primary direct support (3 or more services)
- Number of OVC who received supplementary direct support (2 or fewer services)
- Number of providers/caretakers trained in caring for OVC
- Number of OVC served by OVC programs (indirect)

6. Submit consultant or staff reports within 30 days after the completion of each training/workshop.
7. Submit final documents or reports for all special studies or analysis within 90 days after completion of the contract.
8. Submit electronic versions of products/deliverables.

## **V. REPORTING REQUIREMENTS**

The Contractor will adhere to all reporting requirements listed below. All reports shall be submitted by the due date for approval of the USAID Cognizant Technical Officer (CTO) (s) designated by the USAID Contracts Officer. Additional reports requiring review and clearances, when necessary, are listed under each requirement. The Contractor will consult the CTO on the format and expected content of reports prior to submission.

### **Financial Reporting**

Financial reporting requirements will be in accordance with 22 CFR 226.

### **Performance Monitoring and Reporting**

The Contractor shall submit, in English, one electronic version and two hard copies (an original and one copy) of the following reports to the USAID/South Africa Contracts Officer and the OVC Program Coordinator.

#### **1. Required Plans**

Annual Work Plan and the Monitoring and Evaluation Plan: The Contractor will submit both a final Work Plan and a Monitoring and Evaluation Plan within 30 days after the signing of the Task Order contract. Work Plans are expected to be developed in collaboration with relevant partners and should describe: the timeframe and sequence of all activities; all targets and anticipated results; and milestone performance indicators against which the contractor will be measured.

#### **2. Required Reports**

Quarterly Performance Reports: The Contractor will submit Quarterly Performance Reports to the CTO to document major actions taken during the reporting period. These reports will be due to the CTO no later than the tenth working day after the end of the quarter. These reports should cover all activities proposed in the Annual Work Plan and be congruent with the Monitoring and Evaluation Plan. The Quarterly Report will include at minimum the following information:

- Summary of activities and achievements since last report;
- Update on resolution of issues raised in previous reports;
- New problems encountered and proposed solutions;
- Anticipated activities/plan for next quarter;
- Progress toward results; and



- Financial reports including accrued expenditures against budget elements, pipeline and planned expenditures (one original financial report will also be submitted to the USAID/Controller's office on a quarterly basis).

Baseline and Results Reports: Baseline and results reports for annual USAID portfolio reviews (see deliverables above).

Final Task Order Report: This report will highlight major successes achieved during the Task Order period with reference to established objectives and indicators, and should also discuss any shortcomings and/or constraints encountered. The Contractor will submit a detailed final report within 60 days of completion of the Task Order which includes:

1. A financial report detailing how funds were expended, by line item; and,
2. A summary of the accomplishments against work plans, giving the final tangible results, summary of deliverables/benchmarks, addressing lessons learned during implementation and suggesting ways to resolve constraints identified.

#### **Distribution of Reports**

Reports required as described in this section will be sent to the USG Orphans & Vulnerable Children Program Coordinator. The OVC Program Coordinator will ensure appropriate copying to other designates. Reports and intellectual products required above will also be submitted in electronic format and hard copy to USAID Development Experience Clearinghouse.

### **VI. PERIOD OF PERFORMANCE**

Two years from date of award subject to availability of funds.

### **VII. INSTRUCTIONS FOR PROPOSAL PREPARATION**

The proposals should include the following information:

#### **A. Technical Proposal**

The applicant should submit an electronic copy, one original and seven hard copies of the technical proposal, and an electronic copy, one original, and one hard copy of the cost proposal in accordance with the specifications listed below.

The technical proposal should be no longer than 30-pages maximum (excluding the cover page, executive summary, resumes, and other appendices) including all tables and figures with text in 12 Times New Roman point font, on 8 1/2" by 11" paper with one inch margins.

An outline format using lists and/or matrices, whenever possible, is recommended. Applicants should retain for their records one copy of the Proposal and all enclosures that accompany their Proposal. Erasures or other changes must be initialed by the person signing the Proposal.

The Technical Proposal shall be prepared using the following format:

1. Cover Page -Title, name of organization(s) submitting Proposal, contact person, telephone and fax numbers, address, and e-mail. (1 page)
2. Executive Summary (not to exceed 2 pages) - Briefly describe the proposed activities, goals, purposes, and anticipated results. Briefly describe technical and managerial resources of your organization. Describe how the overall program will be managed.
3. Narrative (not to exceed 30 pages) - The narrative section of the proposal should reflect the tasks outlined in Section IV, and should contain the following elements:

**a. Technical Approach (recommended length 15 pages)**

The Applicants should provide a comprehensive discussion of its technical approach and propose effective, efficient strategies and lines of work for achieving tasks listed here and implementing the tasks.

**b. Staffing Plan (recommended length 5 pages):**

The Staffing Plan should present a clear and efficient organization structure for accomplishing all aspects of project implementation, and specify the composition and qualifications of the entire project team - including a Project Director as key personnel, core staff and any other proposed members of the project team.

For the project director and core staff, the following information should be provided in an annex for each individual who will perform directly under this task order: Name, Position Title, Level of Effort, and CV(s). For project director, provide a minimum of three references, signed letters of commitment, and the date the proposed individual is available to begin work on site. Please note that each contractor should determine the most appropriate positions for the core project team personnel other than those listed.

Key Personnel: Project Director

The Project Director will provide technical leadership and managerial oversight for the task order, and ensure timely implementation and reporting of activities. The CV of the proposed project director and any other proposed key personnel should be included as an Annex.

Core Staff

The Applicants should propose long and short-term staff and consultants as appropriate to carry out the SOW and based on the Applicants proposed approach. The initial proposed roster should be illustrative of the caliber and range of expertise, and who address the most critical skill areas necessary for fulfilling the Task Order and should be included in the proposal body. Preference will be given to applications that propose staff and consultants with experience in the tasks and deliverable areas. The Applicants should propose a combination of headquarters, regional, and/or international staff and consultants.

In addition, the Applicants should provide a matrix (included in an annex) of these core proposed staff and consultants. The matrix should provide the following information: Name; Functional Labor Category; Task Area of expertise; estimated Level of Effort; whether they



are full-time, part-time or consulting; education; language skills; and South Africa and developing country experience.

**c. Organizational Capacity and Management (Written, recommended length 3 pages)**

The Applicant should propose an organizational structure to address the breadth, depth, and technical areas required to successfully undertake this Task Order. The Applicants should describe how the tasks will be organized and managed to minimize non-productive costs to the government and how the contractor will utilize the complementary capabilities of any proposed sub-contractors most effectively and efficiently. Applicants should describe how lines of authority will be managed within their own organization and between the Applicants and any sub-contractors. The management plan should clearly discuss the mechanisms to be employed by the Applicants to develop, manage, and maintain the roster of staff and ensure the availability of qualified expertise. Applicants are encouraged to include an organizational chart in an Annex to the technical proposal.

This plan should include the following elements:

- Organizational chart with roles and responsibilities
- Lines of authority
- Procurement of goods and services, including travel and field operations
- Management structure of all proposed partners, their roles and contributions.
- Financial management, reporting and cost containment

**d. Past Performance (recommended length 2 pages)**

The Applicants should describe past performance of the applicants, relevant to the task areas and work requested in the SOW. Experience with field implementation of PEPFAR activities in Africa required. If sub-contractors are proposed, past performance information should also be provided for these sub-contractors (past performance references should be provided in an annex).

**e. Cost Proposal (recommended length 5 pages or less)**

A budget with narrative providing detailed justification of costs anticipated under this proposed task order in the following format:

- a. Summary Cost Breakdown - Please provide a breakdown, by cost category and task area, of the anticipated costs of performing the work.
- b. Detailed level of effort and labor cost estimates must be submitted in accordance with the SOW. Please provide a separate line item for each proposed individual and identify each by name, labor category, daily rate, and the level of effort for that individual. Please provide a salary history for the prior three years, for "key" personnel and professional staff. Applicants should use the USAID biographical data form. Describe the anticipated salary levels of other personnel that are reflective of salary requirements to recruit high quality personnel in host countries.

- c. Travel/Per Diem: Applicants should propose travel costs work, that are appropriate based upon the applicants proposed use of local hire, regional and international staff and contractors. Provide an overall breakdown between per diem and airfare (as applicable).
- d. Other Direct Costs: Please provide a breakdown of all anticipated other direct costs (i.e., the amount, type, and unit cost), including workshops, training and commodities.
- e. Indirect Costs: Provide a breakdown for all anticipated costs for this line item (i.e., the amount, type, and unit cost).
- f. Fixed Fee

10/26/2007



## **ATTACHMENT 2**

### **ORPHAN AND VULNERABLE CHILDREN (OVC) SERVICE MAPPING AND DIRECTORY CONTRACT**

#### **EVALUATION CRITERIA FOR AWARD**

The criteria listed below are presented by major category in order of descending importance, so that Applicants will know which areas require emphasis in applications. The sub-criteria within each major criterion should be considered of equal value for purposes of evaluation. These factors have been tailored to the requirements of this to allow USAID to choose the highest quality proposal. These criteria identify the significant areas that Applicants should address in their proposals and serve as the standard against which all proposals will be evaluated. USAID will award a contract to the applicant that is most advantageous to the Government, cost effectiveness, and other factors considered.

The Government intends to evaluate proposals and award a task order without discussions with applicants. However, the Government reserves the right to conduct discussions if later determined by the Contracts Officer as necessary. Therefore, each initial proposal should contain the Applicant's best terms from a cost or price and technical standpoint.

#### **A. Technical Approach (including key personnel) (25 Points)**

1. Extent to which the proposed approach is logical, well-conceived and technically sound, reflects overall understanding of OVC issues.
2. Extent to which proposal presents a comprehensive approach toward achieving the Orphan and Vulnerable Children (OVC) program objectives in South Africa and the deliverables identified in the task order.
3. Extent to which the proposal presents an approach to each of the key tasks that can be quickly and efficiently implemented, demonstrates the Applicant's ability to reach the stated objectives within the required period of performance, and includes a realistic timeline for project start-up.
4. Extent to which the proposal presents an approach that includes gender considerations with a focus on the participation and benefits to each gender group. In addition, proposals shall indicate how the proposed activities will integrate and support disadvantaged gender groups and show how progress and impact will be tracked, measured and reported.
5. Extent to which the proposal presents an effective sequencing of activities.

**B. Organizational Capacity and Management (20 points)**

Extent to which the proposal presents a clear and efficient management plan and organizational structure for accomplishing all aspects of project implementation, with particular emphasis on the management of the roster of core staff and appropriate mechanisms for ensuring the availability of qualified expertise.

**C. Relevant Performance and Experience (15 points)**

Demonstrated successful past performance in similar previous contracts/agreements, including HIV, OVC and other PHN programs, in the following areas: quality of work, timeliness of performance, quality of USG relations with the Applicants, and quality/performance of key personnel.

**D. Involvement of South African Institutions and Individuals (25 points)**

1. The extent to which the proposal demonstrates the involvement of South African organizations and individuals whenever qualified candidates are available.
2. Because of the availability of highly skilled personnel and institutions in South Africa, and of improving continuity and sustainability after the project ends, the contractor should seek to involve South African organizations and individuals whenever fully qualified candidates are available. In order to be able to better assess local organization and their capabilities, it is advantageous for the successful offeror to have extensive experience in the local situation and context.

**E. Costs (15 points)**

Costs will be evaluated based on cost realism and cost effectiveness.

**Adjectival Rating**

USG South Africa will award the contractor whose proposal(s) best addresses the SOW and represents the best value to the relevant stakeholders, all factors being considered. Proposals for each activity will be evaluated based on adjectival ranking for overall proposal and each section of the proposal respectively. The following adjectives will be used in assessing the criteria set forth: outstanding, very good, good, marginal, and unsatisfactory.